# 1. MLA Citation Guide for Reviews (Template)

### 1.1 Book Citation Formats (MLA 9th Edition)

**Basic Book Format** 

Author Last Name, First Name. Title of Book. Publisher, Year.

**Two Authors** 

First Author Last Name, First Name, and Second Author First Name Last Name. Title.

Publisher, Year.

Three or More Authors

Author Last Name, First Name, et al. Title. Publisher, Year.

**Edited Book** 

Editor Last Name, First Name, editor. Title. Publisher, Year.

Chapter/Essay in Edited Book

Author Last Name, First Name. "Title of Chapter." Title of Book, edited by Editor Name,

Publisher, Year, pp. xx-xx.

E-Book

Author Last Name, First Name. Title of Book. Publisher, Year. Name of Platform.

**Translated Book** 

Author Last Name, First Name. Title. Translated by Translator Name, Publisher, Year.

# 1.2 Quote Integration Examples (MLA)

#### **Basic Integration**

According to Smith, "quote goes here" (45).

# **Blended Quote**

The character's actions reveal "a deep internal conflict" (Johnson 112).

# **Block Quote (Prose, more than 4 lines)**

Indent the entire passage one inch.

Double-space.

No quotation marks unless they appear in the original.

(Author Page)

# **Quote with Multiple Pages**

(Smith 45–46)

# **Quote with No Author**

("Shortened Title" 27)

# 1.3 Works Cited Page Formatting Rules

- Title centered: Works Cited
- Entries alphabetized by author's last name.
- Hanging indent: **0.5 inches**.
- Double-spaced throughout.
- No extra spaces between entries.
- Book titles italicized.

# **Sample Works Cited Entry**

Smith, Jonathan. The Blue Garden. Penguin, 2021.

#### 1.4 Special Cases (MLA)

# **Multiple Books by Same Author**

Replace author name with three hyphens for second entry.

—. Title. Publisher, Year.

# **Multiple Authors with Same Last Name**

Include first names to avoid confusion.

#### **Government Author**

United States, Department of Education. Title. Publisher, Year.

# 2. APA Citation Guide for Reviews (7th Edition Template)

# 2.1 Book Citation Formats (APA)

**Basic Book Format** 

Author, A. A. (Year). Title of book. Publisher.

**Two Authors** 

Author, A. A., & Author, B. B. (Year). Title. Publisher.

### **Three to Twenty Authors**

List all authors separated by commas, last with &.

#### More than 20 Authors

List first 19, then ..., then final author.

#### **Edited Book**

Editor, A. A. (Ed.). (Year). Title. Publisher.

#### **Chapter in Edited Book**

Author, A. A. (Year). Title of chapter. In E. E. Editor (Ed.), Title (pp. xx-xx). Publisher.

#### E-Book with DOI

Author, A. A. (Year). Title. Publisher. https://doi.org/xxxxx

# 2.2 In-Text Citation Examples (APA)

#### **Parenthetical**

(Author, Year)

# With Page Numbers

(Author, Year, p. 45)

#### **Narrative Citation**

Author (Year) states that "quote" (p. 22).

# **Multiple Authors**

(Author & Author, Year)

(Author et al., Year) for 3+ authors

# 2.3 References Page Formatting

- Heading: References (centered, bold)
- Alphabetical order by author
- Hanging indent: 0.5 inches
- Double-spaced

# **Sample Reference**

Smith, J. (2021). The blue garden. Penguin.

2.4 Special Formats (APA)
Translated Book
Author. (Year). Title (Translator, Trans.). Publisher. (Original work published Year).
Audiobooks
Include narrator:
Author. (Year). Title (Narrated by Narrator). Publisher.
3. Chicago Citation Guide (Notes & Bibliography Template)
3.1 Footnote Format (Chicago Notes)
Basic Book — First Footnote
1. Author First Last, Title (City: Publisher, Year), page.
Shortened Subsequent Note
1. Last Name, Short Title, page.
Two Authors
1. First Author and Second Author, <i>Title</i> (Publisher, Year), page.
3.2 Bibliography Format (Chicago)
Basic Book
Last Name, First Name. Title. City: Publisher, Year.
Edited Book
Last Name, First Name, ed. Title. Publisher, Year.
Translated Book

Last Name, First Name. Title. Translated by Translator Name. Publisher, Year.
Chapter in Edited Book
Last Name, First Name. "Chapter Title." In <i>Book Title</i> , edited by Editor Name, pp. xx-xx.
Publisher, Year.
3.3 Special Cases
E-Books
Include platform or URL if stable.
Multiple Authors
Up to 10 authors listed; more than $10 = \text{list } 7 + \text{"et al."}$
3.4 Example Footnotes
1. James Porter, Silent Hours (Boston: GreenHouse Press, 2019), 76.
2. Porter, Silent Hours, 122.
4. Citation Quick Reference (One-Page Template)
A <b>condensed</b> , classroom-ready sheet.
4.1 Basic Book Citation (MLA, APA, Chicago)
MLA
Author Last, First. Title. Publisher, Year.
APA

Author, A. A. (Year). Title. Publisher.

# Chicago

Author Last, First. Title. City: Publisher, Year.

# **4.2 Common Quote Integration**

#### **MLA**

"Quote" (Author Page).

Author states, "Quote" (45).

#### **APA**

"Quote" (Author, Year, p. #).

# Chicago

"Quote."1

# **4.3 Page Number Formatting**

- MLA: (Smith 22)
- APA: (Smith, 2020, p. 22)
- Chicago: superscript footnote number → full note at bottom

# **4.4 Quick Citation Examples**

# **MLA Example**

Smith, John. Growing Storms. Harper, 2020.

# **APA Example**

Smith, J. (2020). Growing storms. Harper.

# Chicago Example

Smith, John. Growing Storms. New York: Harper, 2020.